



**Comment and Review to the
Request for Proposal RMA-2020-003
Automotive Parts Program**

The following RFP solicitation notices were posted online on the recognized bidding portals across Canada listed below.

- <http://bcbid.gov.ca>
- www.purchasingconnection.ca
- <http://www.sasktenders.ca>
- <http://www.merx.com>
- <https://www.princeedwardisland.ca/en/tenders>
- <https://procurement.novascotia.ca/>

The proposal submission deadline for this procurement was September 8, 2020 at 3:00pm MT. The tender documents were retrieved from Alberta Purchasing Connection (APC) 40 times and the following proponent provided their proposal before the deadline.

UAP Inc. dba NAPA Auto Parts

The proposal evaluation was completed by September 21, 2020 by the following individuals.

Jesse Patenaude, Manager of National Partnerships - RMA

Tyler Hannemann, Manager of Business Development - RMA

Nigel Gamester, Vendor Administration Manager – RMA

Carolyn Caldwell, Vendor Administration Manager - RMA



Per the Request for Proposal (RFP) documentation, proposals were evaluated in two stages; the first stage is the pass / fail evaluation of all mandatory requirements, and second stage is the assignment of material points based on the rated elements / pricing elements of the proponent's proposal. There is a minimum score of 65% required to pass the second stage of evaluation.

The proposal evaluation committee used the evaluation criteria outlined in the RFP document and determined that the proposal from UAP Inc. dba NAPA Auto Parts had met all mandatory requirements such as submitting their proposal electronically and labelled correctly according to the guidelines. Other mandatory requirements met in satisfaction included having authorized signatures on the forms provided and proof of insurance and WCB certificates provided with the proposal. For this reason, this proposal moved on to the second stage of the evaluation further evaluated by rated elements and pricing/discounts.

For the second stage of the evaluation, material points were assigned based on the rated elements and pricing/discount criteria per the evaluation matrix outlined within the RFP document. **UAP Inc. dba NAPA Auto Parts** scored a total of 795 points out of an available 900 where the strongest elements of the proposal were found in their corporate overview and experience, combined with the range of products and their subsequent pricing & discounts. Notable mention of other key strengths includes the e-Procurement tools and the proposed approach and marketing plan. NAPA Auto Parts has over 500 stores throughout Canada and over 90 years of history, and offers a wide range of replacement parts, accessories, supplies, tools, equipment and quality products to their customers.

In relation to the overall scope and purpose of this procurement, the RFP was seeking industry leading suppliers that have proven capabilities to supply and deliver automotive parts and products that the support the Automotive Parts Program for participating members. Parts categories included air conditioning, exhaust, ride control & suspension, batteries, filters and valves, steering, belts & hoses, hardware & fasteners, wheel, brakes, ignition & tune-up, cooling & heating, fluids & chemicals, transmission & transaxle, engine parts & mounts, paint, wiper blades, and more. The proposal from UAP Inc. captured all requested parts categories, and more.

Other value-added services offered within the UAP Inc. dba NAPA Auto Parts proposal includes the PROLink online order management solution where real time information is available on products and part applications.

Based on the complete RFP evaluation methodology summarized in this report, RMA vendor relations is offering a contract award notice to UAP Inc. dba NAPA Auto Parts.


A handwritten signature in black ink, appearing to read "Nigel Gamester", is written over a horizontal line. The signature is stylized and fluid.

Nigel Gamester, BComm

Vendor Administration Manager



Exhibit A – Combined Proposal Evaluations

		Proposal Evaluation Automotive Parts Program RMA-2020-003		Comments
		NAPA Auto Parts		
		Available Points		
Labelled Electronic Submission	Pass/Fail		Pass	
Proposal Format and Content	Pass/Fail		Pass	
Authorized Signature	Pass/Fail		Pass	
Proof of Insurance	Pass/Fail		Pass	
Workers Compensation Clearance Certificate	Pass/Fail		Pass	
Documents of Authority	Pass/Fail		Pass	
Part A - Corporate Overview (40)				
Corporate Overview		20	20	
Legal Actions		20	20	
Part B - Experience & Qualifications (90)				
Proponent Experience		50	49.5	
Personnel		20	18	
Workplace Safety		20	10	
Part C - Goods/Services Description (570)				
Functional Requirement - Range of Products		50	42.5	
Functional Requirement - Pricing & Discounts		300	288.75	
1. Same as offered individual entity		0	-	
2. Same as offered to GPO's, co-operative procurement organizations		10	10	
3. Better than offered to GPO's, co-operative procurement organizations		50	-	
Functional Requirement - Administrative Fee		10	8.75	
Functional Requirement - Product Delivery & Shipping Considerations		120	115	
Functional Requirement - Product Availability		30	28.75	
Technical Requirements - Electronic Billing Considerations		10	8.75	
Part D - Approach & Marketing Plan (200)				
Proposed Approach		50	40	
Proposed Marketing Plan		150	135	
Total Points /900			795	
			88%	